



ZONING BOARD OF APPEALS

APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

Name of Owner: _____ Building Location: _____
Owner Address: _____ Use: _____
Email: _____ Zoning: _____
Telephone No.: _____ Business Name: _____

1. Decision which you are requesting an appeal from: (Note Order, Decision or Action by Administrative Official.)

2. Applicable section of City of Janesville Code of Ordinances:

3. Reason(s) indicated by City staff for denial or condition:

4. Reason(s) why you believe the decision should be overturned and/or modified:

5. **Attach** any information to support your request.

Zoning Board of Appeals
Application for Appeal of an Administrative Decision
Page 2

6. Has this property been the subject of any action taken by any other City Commissions or Board within the last year? ____ Yes ____ No. If yes, which Board, and what was the action taken?

7. Verification by Applicant: _____, aggrieved party, officer, department head or board affected by the decision as outlined in 1. above, for which applicant deems to have been improperly issued, or request reversal of an Order or interpretation by the Administrative Official; says he/she is the applicant herein, thus he/she has read the foregoing application and the same is true.

Prior to the hearing date and up until a decision is rendered in this case, I hereby give my permission to the members of the Zoning Board of Appeals to inspect any portion(s) of my property which are applicable to this appeals process.

Property Owner Signature _____ Date _____

Personally came before me this ____ day of _____, 2023,
the above named person(s) to me known to be the person(s) who
executed the foregoing instrument and acknowledge the same.

Notary Public State of Wisconsin
My Commission Expires: _____

Property Owner Signature _____ Date _____

Personally came before me this ____ day of _____, 2023,
the above named person(s) to me known to be the person(s) who
executed the foregoing instrument and acknowledge the same.

Notary Public State of Wisconsin
My Commission Expires:





ZONING BOARD OF APPEALS

APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

1. You must submit a notice of appeal stating the nature and grounds of the appeal.

Return the application to: Building Director, Secretary
Zoning Board of Appeals
18 N. Jackson Street
P.O. Box 5005
Janesville, WI 53547-5005

Application form must be accompanied by the following:

- a. \$200.00 filing fee (non-refundable)
- b. Information to support request.

Such notice of appeal must be filed within 30 days of the determining or action from which the appeal is taken.

2. **Meetings** are held the fourth Tuesday of each month (unless stated otherwise on the back of this page) at **6:00 p.m.** in the City Council Chambers in the City Hall, 18 N. Jackson Street. Meetings are held only when an appeal has been filed. This is an open public meeting and anyone interested may attend. The **deadline** for filing required information is **shown on the next page**. If a legal holiday falls during the scheduled week please contact Building Division for application deadline and meeting dates.
3. As required by Wisconsin State Statutes, the Secretary of the Zoning Board of Appeals will notify adjoining property owners by letter of the appeal being filed.
4. You are required to attend the meeting to present your appeal; an attorney or agent may appear on your behalf. In case you are unable to attend, the person representing you should be fully informed and able to answer any questions the Board members may ask. Any representations made by the applicant of the opinions of neighbors or action taken by other individuals or groups must be provided in writing and signed, or they will not be considered.
5. Legal notice will be published in the Janesville Gazette once prior to the hearing. The notice will state time, place and purpose of the hearing.

If you have any questions, please feel free to contact the Building Division (755-3060) Monday through Friday 7:30 a.m. to 4:30 p.m.

Sincerely,

Vicky Miller, Acting Secretary
Zoning Board of Appeals
CITY OF JANESVILLE



ZONING OF APPEALS

CITY OF JANESVILLE

2023 MONTHLY MEETING SCHEDULE 6:00 PM

The regular monthly meetings of the Zoning Board of Appeals are generally held on the 4th Tuesday of the month at 6:00 PM on the 4th floor in the Council Chambers of City Hall. In response to COVID-19, meetings may be held in a virtual environment at the discretion of the City. Details will be released at the time of Public Hearing Notice.

Please keep this page showing the ZBA meeting and deadline dates.

If you have any questions, please contact Vicky Miller (755-3060).

2023 ZBA Schedule	
MEETING DATE (Tuesdays 6:00 PM)	APPLICATION DEADLINE (Wednesday - 12:00 Noon)
Tuesday, January 24, 2023	Wednesday Dec 28, 2022 at 12:00 noon
Tuesday, Feb 28	Wednesday, Feb 2, 2023 at 12:00 noon
Tuesday, March 28	Wednesday, Mar 21 at 12:00 noon
Tuesday, April 25	Wednesday, March 29 at 12:00 noon
Tuesday, May 23	Wednesday, April 26 at 12:00 noon
Tuesday, June 27	Wednesday, May 31 at 12:00 noon
Tuesday, July 25	Wednesday, June 28 at 12:00 noon
Tuesday, August 29 *	Wednesday, August 2 at 12:00 noon
Tuesday, September 26	Wednesday, Aug 30 at 12:00 noon
Wednesday, October 24	Wednesday, Sept 27 at 12:00 noon
Tuesday, November 28	Wednesday, Nov 1 at 12:00 noon
Wednesday, December 27	Wednesday, Nov 29 at 12:00 noon
*5th Tuesday rule applies to the August meeting.	
**Meeting location moved to Room 416 (None in 2023)	